



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
HEADQUARTERS, U.S. ARMY MEDICAL COMMAND  
2050 WORTH ROAD  
FORT SAM HOUSTON, TEXAS 78234-6000

06 OCT 2005

MCCS-DC

MEMORANDUM FOR

COMMANDERS, MAJOR SUBORDINATE COMMANDS  
DIRECTORS, OTSG/MEDCOM ONESTAFF

SUBJECT: Army Civilian Training, Education, and Development (ACTEDS) Plans for  
MEDCOM Career Field Employees

1. Training, education, and development are vital parts of career management for civilian employees. Providing training that supports mission accomplishment, and opportunities for employee career development, can have a positive effect on employee retention. It's a winning situation for all. The Army wins, the AMEDD wins, and the employee wins.

2. The ACTEDS program provides civilians an orderly, systematic approach to technical, professional, and leadership training, education, and development similar to the military system. The ACTEDS is a requirements-based system that ensures planned development of civilians through a blending of progressive and sequential work assignments, formal training, educational courses, and self-development. These requirements are based on the results of job analyses, which identify the competencies that individuals need to do their jobs. Additional information is at Enclosure 1. The ACTEDS plans and other occupational information are available at <http://appd.amedd.army.mil> and <http://civpers.amedd.army.mil>

3. Activity commanders and directors will plan, program, and budget for resources to support Individual Development Plans established in accordance with the ACTEDS master training plans. Managers and supervisors will support ACTEDS plans through nomination and release of activity civilian personnel to attend ACTEDS training. The point of contact for this action is Mr. Carl Belcher, Chief, Civilian Personnel Proponent Division, AMEDD Personnel Proponent Directorate, AMEDD Center and School, DSN 471-9909, [carl.belcher@cen.amedd.army.mil](mailto:carl.belcher@cen.amedd.army.mil).

FOR THE COMMANDER:

Encl

JOSEPH G. WEBB, JR.  
Major General, DC  
Chief of Staff



## Army Civilian Training, Education, and Development System (ACTEDS) Desktop Guide



ACTEDS is an Army requirements-based system that ensures planned development of civilians through a blending of progressive and sequential work assignments, formal training, and self-development for individuals as they progress in their careers. ACTEDS provides an orderly, systematic approach to technical, professional, and leadership training and development similar to the military system. ACTEDS is applicable to all civilian occupations covered by career programs and career fields. Individual Development Plans (IDP) are established in accordance with ACTEDS. Supervisors and employees have joint responsibility for developing and executing IDPs.

AMEDD Corps Chiefs (Functional Chiefs), Functional Chief Representatives (FCR), Human Resource Specialists, and subject-matter-experts develop ACTEDS plans for medical series. These plans provide guidance on training and development requirements which are based on the results of job analysis that identify the competencies that individuals need to do their jobs.

Completed		FY06	Under Development FY07	FY08
GS-180 Psychology	GS-610 Nurse	GS-681 Dental Asst	GS-186 Soc Svcs Asst	GS-642 Nuc Med Tech
GS-185 Social Work	Occup Health Nurse	GS-682 Dental Hygiene	GS-493 Home Economics	GS-644 Med Technologist
GS-620 Practical Nurse	Pediatric Nurse	GS-660 Pharmacist	GS-603 Physician's Asst	GS-645 Medical Technician
GS-621 Nursing Asst	Comm Health Nurse	GS-661 Pharm Tech	GS-622 Med Supply Tech	GS-646 Pathology Tech
GS-669 Med Rcds Admin	Psychiatric Nurse		GS-630 Dietician	GS-649 Med Instr Tech
GS-670 Health Sys Admin	OR Nurse		GS-631 Occ Therapist	
GS-671 Health Sys Spec	Nurse Practitioner		GS-633 Phys Therapist	
GS-673 Hosp Hskp Mgt	Emergency Rm Nurse		GS-636 Rehab Ther Asst	
GS-675 Med Rec Tech	Cert Nurse-Midwife		GS-638 Rec Arts Ther	
GS-683 Dental Lab Tech	Hem/Onc Nurse		GS-647 Diag Rad Tech	
GS-690/640 IH/IH Tech	Dialysis Nurse		GS-648 Ther Rad Tech	
	Infection Control Nurse		GS-651 Resp Therapist	
	Nurse Educator			
	Nurse Case Manager			
	CRNA			
	Med/Surg Nurse			

### HOW DO I ACCESS ACTEDS?

On the APPD website: <http://appd.amedd.army.mil/actedts.htm>

- ✓ From the list on the left hand side, click on Civilian Division
- ✓ Click on "ACTEDS"
- ✓ Scroll down and click on desired duty title

### WHAT CAN ACTEDS DO FOR ME?

- Provides a career progression roadmap.
- Identifies training competencies needed for the job.
- Makes employee more competitive and proficient in their field.
- Supports mission accomplishment.

### WANT TO KNOW MORE ABOUT ACTEDS?

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